



U.S. SENATOR

KYRSTEN SINEMA

PROUDLY SERVING ARIZONA

Senator Kyrsten Sinema's internship program provides an opportunity for students to serve their community, as well as to learn through hands on-experience. The program aims to give students the knowledge, tools and experience needed to pursue future professional goals. We expect a great deal from our interns. All interns will have a challenging and unique experience and are considered a valuable asset to our office.

Follow these steps to complete your application.

- 1) Read the Intern Job Description provided.
- 2) Complete your application by following the checklist below.
- 3) Sign and date all forms and make a copy for yourself.
- 4) Mail, e-mail, or fax the application to the address above.

Checklist

- ☐ Current resume
- ☐ School transcript(s)
- ☐ Internship Application Form
- ☐ Short Answer Questions (typed)
- ☐ Intern Agreement Form
- ☐ Provide a short writing sample

Completed packets can be submitted in person to 3333 East Camelback Road, Suite 200, Phoenix, AZ 85018, by email to azinternships@sinema.senate.gov, or fax to 602-957-0988. If you have any questions or concerns, please contact our office at 602-598-7327 or azinternships@sinema.senate.gov.



U.S. SENATOR

KYRSTEN SINEMA

PROUDLY SERVING ARIZONA

Intern Duties

Job duties of an Intern will include but are not limited to:

- Answering phone calls as they come in and performing general office and reception desk duties, greet visitors in office.
- Assisting constituents who call, write or walk-in the office by performing a general/initial intake and case/need assessment.
- Researching and tracking legislation for constituents when relevant to casework.
- Drafting correspondence, entering casework notes, and following up on specific casework.
- Complete special projects for staff, when necessary.
- Misc. administrative duties (running errands, making copies, etc.).
- Attending congressional staff briefings by federal agencies to learn about services provided to the public, changes in service(s) and procedures to access services.
- When necessary, meeting with community groups to see how Senator Sinema can assist with specific needs and/or projects.
- Representing the Senate Office by attending community events when requested.
- Reading any intern notes from the previous day and complete unfinished tasks from the day before.
- Special projects which may be developed by the Intern Supervisor and Intern (projects will be developed on a need basis, assessment basis and may be tailored to the intern's area of interest).

**Interns must have access to reliable transportation to and from the office.*



U.S. SENATOR

KYRSTEN SINEMA

PROUDLY SERVING ARIZONA

Internship Application Form

Personal Information

Name: _____

Address: _____

E-Mail: _____

Phone: _____ Home • Mobile • Work

Name of Emergency Contact Person: _____

Phone: _____ Home • Mobile • Work

School Information

Graduate

College or University: _____

Graduate program: _____

Current Year in Program: 1st • 2nd • 3rd • 4th • 5th • 6th GPA: _____

Undergraduate

College or University: _____

Major/ Minor: _____

Current Year: FR. • SO. • JR. • SR. GPA: _____

High School

High School: _____ GPA: _____



U.S. SENATOR

KYRSTEN SINEMA

PROUDLY SERVING ARIZONA

Short Answer Questions

(Please type out separately)

Interest in an internship:

What made you decide to pursue an internship in Senator Sinema's office?

What would you like to get out of an internship in this office?

Accountability:

What requirements are needed for your internship program?

Will this internship be used for academic credit or in conjunction with a class?

Yes _____ No _____

Availability:

The Office of Senator Sinema is open from 8am to 5pm, Monday-Friday. If you are applying for an internship in this office, it is our expectation that you will be available for 4 to 8 hours per day between the hours of 8am-5pm. Typical internships are between 12 and 40 hours per week, depending on availability.

Date: From _____ to _____
(mo/yr) (mo/yr)

Preferred Office: Phoenix _____ Tucson _____

Please write in the time you would be available to work each day

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>*Sat/Sun</u>

*The office holds weekend events on occasion



U.S. SENATOR

KYRSTEN SINEMA

PROUDLY SERVING ARIZONA

Intern Agreement for the Office of Senator Kyrsten Sinema

I, _____, swear to maintain strict confidentiality relating to any and all conversations and information of a sensitive nature, including but not limited to legislation and other strategic information, to which I might be privy while working as an intern in the Office of Senator Kyrsten Sinema.

This includes any constituent, with whom I may speak, any meeting that I may attend, and any computer records or content of files that I may view.

I agree to conduct myself in a manner that reflects the integrity of the United States Senate and the stated values of the Office of Senator Kyrsten Sinema.

I acknowledge I will be serving as an intern without compensation and additionally acknowledge my voluntary service does not constitute United States Senate employment.

I acknowledge that by signing this form I agree to a background check, if necessary.

Furthermore, I acknowledge that the breaking of this agreement by failing to uphold the stated values of the office may lead to the termination of the internship.

Signature

Date



U.S. SENATOR

KYRSTEN SINEMA

PROUDLY SERVING ARIZONA

Media Relations & Social Media Agreement

Media Relations

Only designated staff members are authorized to communicate with members of the press without direct clearance from the Senator and/or Chief of Staff. Staff members or interns receiving requests or contacts from the media regarding any issue related to the Office should report them immediately.

Senate Email Policy

Your official Senate email is property of the Office and must be used for official work purposes only. It should not be used to register for social media accounts or for email outside of your official duties.

New Media Policy

New Media (e.g. Facebook, Twitter, Flickr, YouTube, Instagram, Tumblr, blogs/comment sections, etc.) is a great way to share interesting news, connect with like-minded people, and stay in touch with family and friends. Senator Sinema's office views these forums positively, and respects the right of all employees to use them as a medium of self-expression and fun.

It is encouraged to adopt the generic 'US Senate' as your internship experience, if you choose to complete this part of your profile. Selecting 'Office of Senator Kyrsten Sinema'-including on LinkedIn-will result in stricter scrutiny.

Employees and interns are asked to use good judgment and recognize that your discussion of matters related both to the US Senate and US House of Representatives on your personal pages/sites-*even though intended by you only as a means of personal expression*-could nonetheless be reasonably viewed by readers, particularly constituents or community contacts, as the views of our office and boss.

Please be advised that outside sites like LegiStorm post publicly available data for members of the office including, but not limited to: salaries, social media pages, and even names and occupations of spouses.

In light of the possibility that your private posts could be available for public consumption:

- The Office highly recommends setting all of your social media settings to "private."
- As a general rule, if you would be uncomfortable seeing something on the front page of a newspaper or discussing it with your family or boss, do not post it online.

- As a public employee or intern, what you do reflects on the Office and Senator Sinema, even on your own time.
- Writing a column for the newspaper on any issue without approval of your supervisor, State Director, and Chief of Staff-even under your own name-is prohibited. A post on social media dealing with an issue-any issue-falls under the same guidelines.
- Commentary on local and national political issues, politicians, and related events can easily be construed as ‘endorsement.’ As discussed above, all campaign related activity and endorsement of candidates other than Senator Sinema, require approval from the Chief of Staff and State Director.

Example A: You’re not in favor of the new infrastructure projects, high speed transit, or Senator Sinema’s stance on an issue and want to write a letter to the editor at the Republic or write a personal blog post on your views using your own name. If you did not get permission from the Chief of Staff in advance, this action may result in disciplinary action, including termination.

Example B: One of Senator Sinema’s colleagues in Congress from Arizona is embroiled in a scandal or mentioned negatively in an article. If you share this article with your social media pages, people could assume the Senator Sinema agrees and this could permanently damage her relationships with her colleagues. If you are ever in doubt, it is best to keep your thoughts to yourself.

- If you indicate on your page in any way that you are an employee or intern of Senator Sinema (either explicitly in your bio or as an extension of what you post), we ask that you make clear to readers that the views you express on your site, blog, or social networking page are yours alone, and do not reflect the views of anyone else. Since we each speak on Senator Sinema’s behalf in some regard in our official capacity (even if not to the press), posting this kind of disclaimer or notice (in the “About Me” section of your page, for example) helps reduce the potential for confusion.

Sample: “The views are expressed on this page are mine alone and do not reflect the views of anyone else.” Or “The updates posted on my page do not reflect the official position of my boss or anyone else.”

- As always, do not disclose any information that is confidential or proprietary, which you gained through your employment or internship with the US Senate. For example, this includes sharing a funny story of what happened with a vote in the US Senate.
Disregard for this policy is considered a serious offense and is in direct violation of your terms of employment or internship.
- While the use of social media is permitted at work, it should be treated similarly to a personal phone call (i.e. should only take a negligible amount of time and not interfere with your official duties.)
- Under no circumstances should social media be used for political/campaign activities on official time or resources (including computers, etc.).
- It is strongly discouraged to make negative remarks or “vent” in this immediately public and incredibly viral space. Posting “anonymously” does not make your identity or computer.

- Unless authorized to do so, do not create groups, profiles, or other forums using Senator Sinema's name or image. Pictures taken at office events should only be released or distributed (e.g., your Facebook album) with prior approval.
- Use good judgement when "sharing" an article, liking a status or "retweeting." Is it something that would open Senator Sinema to criticism?

Staff or intern maintenance of blogs, websites, or personal social networking sites that violate this policy or that reflect negatively on the Office or the US Senate may result in disciplinary action, including termination.

<u>Personal Media Accounts</u>	
Facebook: _____	Twitter: _____
Instagram: _____	Snapchat: _____

I have been given the opportunity to review the policy and regulations and any questions I have had about it have been answered to my satisfaction.

Signature: _____

Date: _____

Phone: _____